

## **Penalties not Cancelling Unused Airline Tickets**

It is important for travelers to officially cancel airline tickets and other travel reservations when a trip is cancelled before travel begins. Failure to cancel may result in a loss of government funds and/or unused tickets.

Per JFTR (U1037)/JTR (C1009), a traveler must promptly cancel airline and/or lodging reservations when it is known that they will not be used (e.g., TDY canceled, curtailed or changed). All unused tickets must be promptly turned into the issuing CTO. A traveler's failure to follow these procedures may make the traveler and/or unit financially liable for any resulting losses.

### ***For travelers:***

You may also be holding on to inventory that the airline could sell to another customer. To cancel a ticket:

1. If your authorization is signed but not approved by your Authorizing Official (AO), you must cancel your reservations by using the *Trip Cancel* feature in DTS.
2. If reservations were signed and approved, you must use trip cancel link in DTS. If expenses were incurred such as CTO fee, registration fee etc use the trip cancel link with expenses
3. If reservations were made directly with your Commercial Travel Office (CTO), you must contact the CTO to cancel

For more information on cancelling a contact your Defense Travel Administrator.

### ***For Authorizing Officials:***

AOs are encouraged to frequently check routing lists to ensure that authorizations are approved or disapproved in a timely manner.

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For additional information contact your Defense Travel Administrator.

### ***For Defense Travel Administrators:***

DTAs are encouraged to run an approved status report frequently to identify those authorizations that are waiting to be approved or may need to be cancelled. Please encourage authorizing officials (AO) to approve or cancel reservation in their routing queue in a timely fashion.